

6 January 1972

MEMORANDUM FOR: Records Management Officers

SUBJECT : General Announcements

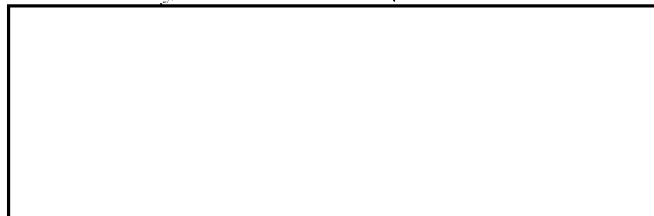
STAT Enclosed is a sample copy of the new Records Retention Plan forms #3458 and 3458A. These are non-stock items. The Records Administration Staff is OPI and the supply will be maintained by the Project Officer [redacted] Chief, Archives and Records Center. Please contact him for the supply you need to prepare your Retention Plan.

Also enclosed are last minute training reminders.

The Spring Session of the Records Management course by Col. Joe Pomrenze is recommended for Records Officers who have not yet attended.

Similarly, the American University Course in the Administration of Modern Archives by Dr. Frank Evans is also highly recommended for the serious Records Management Officer. Dr. Evans has an excellent understanding of the interdependence of the Archives and Records Programs and covers this very well in his courses. The Regular Spring Registration at American University is on 20-22 January 1972.

Specialized one, two, and three-day training sessions in basic elements of Records Management are regularly offered at National Archives. The July 1, 1971 thru June 30, 1972 dates for these are in the Training Workshops Announcement sent to you on 6 August 1971 and attendance is encouraged.



CIA Records Administration Officer

STAT

13 DEC 1971

AFTER HOURS TRAINING IN RECORDS MANAGEMENT AND PAPERWORK MANAGEMENT
Approved For Release 2005/05/20 : CIA-RDP74B00415R000400080020-4

THE AMERICAN UNIVERSITY will offer a course in PAPERWORK MANAGEMENT, #055.563-84, Part II. "The Management of Institutional Records Systems," beginning Tuesday evening, 25 January 1972, from 6:00 to 8:30 pm in Room 200A, at the NATIONAL ARCHIVES, 8th and Pennsylvania Avenues, NW. Parking after 5:30 pm in the moat area, within the National Archives Building area, entrance on 7th Street between Pennsylvania and Constitution Avenues.

THIS COURSE COVERS the principles, methods, and techniques of records management in the maintenance and retention phases. Specifically it covers agency mail operations and management; files planning, files systems, files procedures, file equipment, files supplies, and files space standards and operations; records management and office automated and non-automated machines; paperwork quality control (other than correspondence) as applied in an organization; records utilization procedures, as exemplified by a functioning secretariat; vital records programming; records evaluation and standards procedures; records scheduling and other disposal systems; and record holding or staging areas, records centers, and archives.

TUITION: \$150.00. Three (3) semester hours credit for undergraduate and graduate degrees. Make voucher or check to The American University.

TEXTBOOKS: The textbook for the course is by S. J. Pomrenze, SELECTED READINGS ON RECORDS MANAGEMENT, Volume II. Students may reproduce a copy free by borrowing a text from the instructor. Also there is a RECORDS MANAGEMENT BIBLIOGRAPHY, by Pomrenze and John Scoggins. See the instructors about the textbooks.

THE INSTRUCTOR will be the Adjunct Professor in Records Management at The American University, Mr. S. J. Pomrenze -- Chief of the Systems Br, The Army Adjutant General's Office Management Division. Mr. Vincent J. Bosak, Federal Records Management Officer and Lecturer in Records Management at The American University, is the Assistant Instructor. The course is under the Center for Technology and Administration of the College of Continuing Education, The American University, Washington, D. C. 20016.

Students may register at:

I. MAIN CAMPUS, THE AMERICAN UNIVERSITY, Room 204, McKinley Hall, Ward Circle, Nebraska and Massachusetts Avenues, NW, Washington, DC, 20016 from 10 Dec. 71 thru 19 Jan. 1972 between 0900 and 1700 hours. Call Dean Stutts' Office, 686-2500, or Mr. Orlando's Office, same phone number. For additional dates, call the University.

II. WASHINGTON NAVY YARD, 13 January 1972, from 1:30 to 3:30 pm, Building 172. Call Miss Clara Williams, OX-3-3188 or 11-3-3188. Room 206. (9th and M Sts SE.)

NOTE: COURSE SCHEDULE: This course begins Tuesday 25 Jan. 1972. Subsequently the class will meet on Tuesdays as follows: 1, 8, 15, 22, 29 Feb: (Mid-term Exam Thursday) 2, 7, 14, 21, 28 March; 4, 11, 18, and (Final Exam) 25 April 1972. If any changes in dates are needed, they will be arranged between the instructors and the students.

25 Jan	- Mail Management	21 Mar	- Records Mgt. & Quality Mgt.
1 Feb	- Mail Management	28 Mar	- Secretariat & Vital Records
8 Feb	- Mail Mgt. Exer. #1 & Quiz #1.	4 Apr	- Declassification. Ex #4 & Q #4.
15 Feb	- Maint. Mgt. Paper Topic Due	11 Apr	- Disposition Mgt. Term Paper Due
22 Feb	- Maintenance Management	18 Apr	- Disp. Mgt. Exercise #5, Quiz #
29 Feb	- Maint. Mgt. Ex. #2 & Q #2.	25 Apr	- Final Examination.
2 Mar	- Mid-term Exam. -Mail & Maint. Mgt.		
7 Mar	- OMI		
14 Mar	- OMI and Exer. #3 & Exam Questions #3.		

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DIRECTORATE OR OFFICE		RECORDS RETENTION PLAN RECORDS SERIES IDENTIFICATION		DATE	
CATEGORY NO.				PAGE _____ OF _____ PAGES	
ITEM NO.	IDENTIFICATION OF RECORD SERIES TO BE RETAINED PERMANENTLY			OFFICE OF RECORD	APPRAISAL NOTE NO.

SECRET (When Filled In)

DIRECTORATE OR OFFICE		Approved For Release 2005/05/20 : CIA-RDP74B00415R000400080020-4	
		RECORDS RETENTION PLAN - APPRAISAL NOTES	PAGE ____ OF ____ PAGES
NOTE NO.	APPRAISAL NOTES		

THE AMERICAN UNIVERSITY
Department of History
Washington, D. C. 20016

Administration of Modern Archives will be offered during the Spring 1972 Semester on the American University campus.

This course concerns evaluation, preservation, organization, storage, and use of archival materials. Design, installation, and management of archival systems. Application of automatic information handling systems and techniques. The interaction of Records Management and Archives Programs is included.

In the past, this course has been held at the National Archives in Washington. Since February 1971 it has been conducted in Hurst Hall at American University.

Again:

ADMINISTRATION OF MODERN ARCHIVES

Dr. Frank Evans

Wednesdays 7:30-10:15 p.m. or 7:00 to 9:45 p.m.

Clarke Hall - Room 100

Classes Start - 26 January 1972

American University
Massachusetts and Nebraska Ave.NW
Washington, D. C. 20016

Regular Registration on the American University campus for new or transfer students is Thursday, 20 January and for returning students on 21 January from 10 til 7 pm and on 22 January from 9 til noon.

If you have any questions concerning this course please write to the Department of History, American University, Washington, D. C. 20016, or call 686-2400.